



Town of Arlington Board of Selectmen

Meeting Agenda

October 30, 2017

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

1. Presentation & Discussion: Emergency Preparedness
Chief Robert Jefferson, Fire Department
Adam W. Chapdelaine, Town Manager
2. 2017 FY Overview
Richard Viscay, Comptroller

FOR APPROVAL

3. Arlington Public Art Youth Banners
Martina Tanga, Arlington Public Art
4. Two Sandwich Boards for Sarcoma Foundation of America's 'ACATpella Festival to Belt Out Cancer'
Anna M. Colozzo, Representative, ACATpella Festival

CONSENT AGENDA

5. Minutes of Meetings: October 16, 2017
6. Request: Special (One Day) Beer & Wine License, 11/3/17 @ Robbins Memorial Town Hall for 7th Annual 'Out on the Town Gala' to support the Arlington Youth Counseling Center
Colleen Leger, Executive Director AYCC
7. Request: Special (One Day) Beer & Wine License, 11/4/17 @ Robbins Memorial Town Hall for a Private Event
Elizabeth McGrath
8. Request: Contractor/Drainlayer License
Ferrante Construction LLC, Bedford, MA

APPOINTMENTS

9. Park & Recreation Commission, Associate Member
John Donato

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

10. Discussion and Vote: Designation of Loading Zone on Alton Street
Adam W. Chapdelaine, Town Manager
11. Discussion and Approval: Regional Bikeshare Program Memorandum of Agreement and RFP from the Metropolitan Area Planning Council
Adam W. Chapdelaine, Town Manager
12. Discussion: Town Night 2017
Kevin F. Greeley, Selectmen

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of BoS November 6, 2017



Town of Arlington, Massachusetts

Presentation & Discussion: Emergency Preparedness

Summary:

Chief Robert Jefferson, Fire Department

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:


| Type | File Name | Description |
|----------------------|---|-------------------------------|
| ▢ Reference Material | Ref_Mat_10.30.17_Emergency_Preparedness.pdf | Emergency Preparedness Report |



Robert J Jefferson
Fire Chief

Arlington Fire Department Town of Arlington

Administrative Office
411 Massachusetts Ave, Arlington, MA 02474
Phone: (781) 316-3801 Fax: (781) 316-3808
Email: rjefferson@town.arlington.ma.us

Memo to: Adam Chapdelaine, Town Manager
From: Robert J Jefferson, Fire Chief 
Date: October 26, 2017
Subject: Arlington Emergency Preparedness

Per the request of the Board of Selectmen, I present the following information in regards to the Town's Emergency Preparedness, Emergency Management and the Incident Command System:

The Town is prepared to respond on a daily basis to all emergencies or incidents whether manmade or natural disasters based on the training of all our Town Departments. Whether it is a fire, police incident, storm, gas leak, health emergency, etc the appropriate Town Departments will respond and mitigate those incidents. It is the larger and long duration incidents that will activate our Emergency Management Team to respond. Through training, meetings and the Incident Command System the EM Team will formulate a plan and respond using Town resources and external resources to mitigate hazards and other issues. Each incident will determine the needed resources as well as who should serve as the Incident Commander, IC, for a specific incident. As Emergency Management Director, EMD, I would serve as the Incident Commander under many situations but based on the nature of the incident, it would be proper to appoint the professional for that particular incident as IC. Here is an outline of the ICS, its functions and purpose:

- Incident Command System, ICS - ICS establishes a command structure, has unified command, organizes resources and uses common terminology for all incidents. The purpose is to have an Incident Commander, IC and for all directives to be channeled through the chain of command. It limits the Span of Control to manageable groups and specific task. It allows for Unified Command so that multiple agencies and jurisdictions function under the same system. It organizes resources and set up a command structure that will function from the beginning of an incident until final operations are complete. (see attached template)
- Personnel Resources that are available are both internal; Town, and external; private, regional, state and federal. Each incident will dictate the need for resources. Local resources will be deployed depending on the type of incident and its needs. A single resource may be able to mitigate an incident or it may require several Town agencies to mitigate an incident. These agencies will work together under the ICS to establish roles, form a strategy and assign task. Examples of internal resources are, but not limited to:
 1. Fire Department
 2. Police Department
 3. Department of Public Works
 4. Board of Health

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5. IT/GIS Departments
6. Facilities
7. Schools
8. Town Manager's Office
9. Council on Aging
10. MRC – Medical Reserve Corp
11. AEMA – Arlington Emergency Management Agency/CERT

Incidents that require specialized units and/or additional resources may request additional internal resources and/or external resources. Examples of external resources are, but not limited to:

1. MEMA – Massachusetts Emergency Management Agency
 2. FEMA – Federal Emergency Management Agency
 3. REPC – Regional Emergency Planning Committee
 4. Regional Haz Mat Team
 5. NEMLEC – North East Massachusetts Law Enforcement Council
 6. NERAC – Northeast Regional Advisory Council - Homeland Security
 7. Massachusetts Department of Public Health
 8. Eversource
 9. National Grid
 10. Red Cross
 11. MBTA
 12. MWRA
 13. DEP/EPA
- Physical Resources – There are both Town and Regional physical/material resources available. Depending on the incident the physical resources may be as simple as a piece of Arlington Fire equipment, an Arlington Police unit or a Town plow. Larger incidents may require regional task force, mutual aid agreements, state and federal response teams. Agreements and training are in place to request and deploy resources as needed. There can be limitations when an incident is spread out of multiple communities and/or states. During these situations resources become less available and each community may need to manage with local resources. This happens quite often during hurricanes, snow storms and other natural disasters.
 - Common Terminology allows for all responding units to communicate using like terms and descriptions. When Command is established all responding units are assigned a designation and location. This allows for flow and transfer of communications to be universal and understood by all at the incident.
 - EOC – Emergency Operations Center – The Town's Emergency Operations Center is in the Police Station. There is also a back-up or second EOC in the Headquarters Fire Station. This was set up several years ago when construction was done on Fire Headquarters and was the main EOC while the Police Station was under construction. This will allow us redundancy in the event we need to utilize two sites. The EOC is activated when there is a need for a central location for the Local Emergency, LEPC duration an event. Usually the EOC is activated by the EMD and should remain open while there is an active incident and a need for the LEPC to assemble. As the incident whines down the personnel at the EOC will be dismissed until the incident is mitigated and then the EOC will be deactivated.
 - Sheltering – The Town has multiple locations for setting up a shelter. The need and location of the shelter will be based on the incident and availability of the type of needed shelter. This decision will be made prior to or at the time of the incident. It cannot be determined ahead of time which shelter would be opened because the need or availability can be dictated by the incident. Factors such as loss of power, weather conditions, proximity to an incident and duration for the shelter will all be evaluated when a shelter would be opened. There is also the

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option of using regional shelters in other communities set up by agencies such as MEMA or the Red Cross to relocate people. This allows for more resources that may have better capacity or facilities than the Town could provide.

The Town's Emergency Response teams and Local Emergency Planning Committee train and plan to respond to any type of emergency. The Town's Webmaster/PIO informs the public about the need and ways to be prepared. The Town post information and links through mediums such as news agencies, Town website, Town Alerts, Code Red reverse calling and social media for the public to be informed. With all this training, information and preparing the Town still has limited personnel and resources to respond to major incidents or disasters. It is incumbent upon the public to take steps to best prepare themselves in the event of an emergency. The simple things that we were all told years ago still hold true. Have food and water supplies, have batteries and candles, charge all your electronics prior to an event, have a plan of where you could go if you need to leave your home, and rely on family and friends to help out. Be prepared, be informed, stay safe.

Arlington Fire Fighters...The Right Response, On Time, Every Time

INCIDENT ORGANIZATION CHART (ICS 207)

| | | | |
|---|--|--|--|
| 1. Incident Name: | 2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____ | | |
| 3. Organization Chart | | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 30%;"> Incident Commander </div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 30%;"> Liaison Officer </div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 30%;"> Safety Officer </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 30%;"> Public Information Officer </div> </div> | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Operations Section Chief </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Staging Area Manager </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> </div> </div> <div style="width: 30%;"> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Planning Section Chief </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Resource Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Situation Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Documentation Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Demobilization Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> </div> </div> <div style="width: 30%;"> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Logistics Section Chief </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Support Branch Dir. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Supply Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Facilities Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Ground Spt. Unit Ldr. </div> </div> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Services Branch Dir. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Comm. Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Medical Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Food Unit Ldr. </div> </div> </div> </div> <div style="width: 30%;"> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Finance/Admin Section Chief </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Time Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Procurement Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Comp./Claims Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> Cost Unit Ldr. </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> </div> </div> </div> | | | |



Town of Arlington, Massachusetts

2017 FY Overview

Summary:

Richard Viscay, Comptroller

ATTACHMENTS:

| Type | File Name | Description |
|----------------------|--------------------|--------------------------|
| ▢ Reference Material | R._Viscay_memo.pdf | Reference from R. Viscay |



Town of Arlington

Office of the Comptroller

869 Massachusetts Avenue – Room 102

Arlington, Ma. 02476

Tel: (781) 316-3330

Fax: (781) 316-3951

Richard Viscay, Comptroller
Cindy Fields, Assistant Comptroller

MEMORANDUM

To: The Honorable Board of Selectmen
From: Richard Viscay, Comptroller
Cc: Adam Chapdelaine, Town Manager
Date: October 25, 2017

RE: FY2017 Overview

The following is meant to be a brief overview of FY2017 from the Comptroller's office and a summary of some of the goals and objectives of this office on behalf of the Selectmen and Town of Arlington.

General Overview – Comptroller's office:

The Comptroller's office was in transition in FY2016. The long standing Comptroller retired and several staff members had been out of work for various reasons, leaving the office short-handed for many months. Furthermore, the departure of the Deputy Town Manager shifted some of the budgeting responsibilities on this office. We were able to assist the Town Manager in the transition by working cooperatively with all the Town Departments to facilitate with the budget process until a new Deputy Town Manager was hired.

In FY2017, the Comptroller's office was able to hire all of its budgeted full-time positions. After having worked as a full-time temporary employee for several months, Colleen Shea was hired as a permanent employee as a principal clerk. Colleen's primary functions are to work with the payroll department in processing the weekly and bi-weekly payroll warrants, as well as assistance on processing and generating weekly accounts payable warrants.

Soon after the hiring of Colleen, we were able to hire Rita Addorisio to fill the second principal clerk position in the Comptroller's office. Rita was an internal candidate who had worked for the Treasurer/Collector's office for many years and was looking to broaden her knowledge of municipal finance. Rita began working in the Comptroller's office in April of 2017 and has been a valuable addition to the staff. Rita's primary functions are processing town and school accounts payable warrants, as well as general accounting tasks such as assisting in the cash and accounts receivable reconciliations with the Treasurer's office, as well as quarterly grant reconciliations with all Town departments, including the school department.

In summary, I am happy to report as of today, we are fully staffed (Cindy Fields, Colleen Shea, Rita Addorisio and me), and ready for all of the challenges that are current, as well as those that are upcoming, some of which I will discuss throughout this memo.

Financial Audits:

FY2016: For FY2016, we raised the bar of the traditional audit, and, with the support of the Selectmen and the Town Manager, enhanced our audited financial statements. The enhanced audit, performed by Powers and Sullivan, CPA, is often referred to as a CAFR (Comprehensive Annual Financial Report).

The CAFR is meant to encourage state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence "the spirit of transparency and full disclosure".

The CAFR program is sponsored by the Government Finance Officers Association (GFOA), the same organization that sponsors the Distinguished Budget Award for budget documents. The CAFR, similar to the budget, is submitted to the GFOA for a comprehensive review by selected members of GFOA Special Review Committee that has expertise in public sector financial reporting. If the CAFR meets all the requirements of the GFOA's committee, the Town will be rewarded with a Certificate of Achievement for Excellence in Financial Reporting.

As you are now aware, the Town's submitted FY2016 CAFR was awarded the Certificate of Excellence in Financial Reporting in its first attempt. This award, coupled with the Distinguished Budget Award, puts Arlington in very select company as one of the few municipalities in the Commonwealth who receive recognition from the GFOA for both its budgeting documents and financial statements.

FY2017: For FY2017, we will again have our audit performed with the same criteria that will allow the Town to submit for the Excellence in Financial Reporting award. All of the audit field work has been completed by Powers and Sullivan as of early October, and all adjusting entries have been made to the general ledger. We anticipate having final audited financial statements by the end of the calendar year, and subsequent to that, we will have our annual Audit Committee meeting to review and comment on the financial and management reports.

Since the audit field work has been completed for FY2017, the Comptroller's office has officially closed the books and rolled all of its fund balances into FY2018. As such, we will now prepare the final trial balance sheet and supplementing documents to the Department of Revenue for certification of Free Cash. I anticipate having this figure before the end of November.

Other Audits/Operational Reviews:

As noted in last year's review, the Comptroller's office had conducted two other significant audits, a student activity audit performed by Roselli and Clark, CPA, and an investment assessment of its internal financial system by Tyler Technologies.

Student Activity: The Comptroller's office, together with the School Department, has performed audits of Arlington High School's student activity funds for FY2015 and FY2016. These audits have identified areas that the Town and School should improve upon to ensure compliance with MGL 71/47, and areas where we should apply best practices, as discussed in the Department of Elementary and Secondary Education's (DESE) "Agreed Upon Procedures and Audit Guidelines – Student Activity Funds"

I am happy to report that we have made many improvements in accordance with the reports from Roselli and Clark. One improvement in particular, is the transition of financial activities of the Student Activity account from an excel spreadsheet to Quickbooks. This transition now professionalizes the way all of the activities of Arlington High School are accounted for, and provides detailed reports that can be distributed to the stakeholders, including the School Committee, Superintendent, and respective administrators of the activities.

I would like to thank John Danizio, the CFO of the School Department, as well as his assistant Elizabeth Montes, for helping make this transition as well as helping implement internal procedures that will ensure proper controls and accountability.

Financial Investment Analysis: In FY2016, Tyler Technologies, Inc. (Tyler) conducted a Financial Investment Analysis for the Comptroller on behalf of the Town to give an overview of how the Town (including Schools) has been using the MUNIS financial software system and its current processes with a goal of implementing procedures and modules that can optimize the way we use technology, as well as to increase the benefits of the MUNIS software system.

As a result of this analysis, we have made many changes to move the Town forward in a positive direction, including a successful upgrade from an outdated version of MUNIS (9.4) to a newer, web based version (11.2). This upgrade has brought us current with MUNIS releases, as well as introduced us to many enhancements in the system, including decentralized accounts payables and receivables administration, creation of role based permissions and security which have strengthened internal controls, and, most importantly, a new overall approach as to how the MUNIS system is managed and administered.

MUNIS: Implementation of New Modules:

For many years, there has been discussion to move the Town's treasury financial programs from the "in house" program it was using to a newer, modernized version. It is with great pleasure that the "in house" programs of the Town for cash management, cashiering, real estate and personal property tax billing and collections, motor vehicle excise billing and collections, tax deferral receivables and tax title receivables were successfully transitioned to MUNIS. This was a major endeavor that took place during FY2017, and required a lot of coordination and effort from primarily the Treasurer's office, but also the I.T. department, Town Manager's office, Assessor's office, and the Comptroller's office.

This migration to MUNIS has created many new processes and procedures in the way financial information is transmitted between the Treasurer's office and the Comptroller's office. Conversion of the data created many challenging reconciliation issues that were both time consuming and complicated. It certainly slowed down the pace of which we are accustomed to working for procedures such as month to month reconciliations and month closing processes. However, we were able to successfully convert all of the data and reconcile all accounts necessary so as to not interfere with the schedule of the independent audit.

In FY2018, we will continue with the migration to MUNIS for financial functions such as water and sewer billing and collections and parking collections and administration. Once completed, we will have a comprehensive financial management suite of applications that will streamline financial operations of the Town.

Policies and Procedures:

In FY2017, The Comptroller's office implemented some new policies and procedures to help professionalize operations and strengthen internal controls, including:

- Weekly reconciliation of signed departmental payroll proofs to the final payroll warrant.
- Monthly cash and accounts receivable reconciliations between the Comptroller and Treasurer.
- Quarterly reconciliations of Grant, Gift, and other Special Revenue Accounts with all respective departments.
- Annual reconciliation of CPA funds and appropriation balances.
- Formal reviews of outstanding Capital Account balances.
- Workflow Administration of Requisitions and Purchase Orders

It is a goal of the Comptroller's office in FY2018 to continue to formalize and distribute policies for the financial activities as they relate to the Comptroller's office, as well as review and document standard operating procedures of our internal operations. These formalized written policies and procedures should help the Town and its employees to not only better understand how the Comptroller's office operates, but also as well as to why we operate as such.

Summary:

I hope that this memo is useful to give a brief snapshot of some of the goals, accomplishments, and challenges of FY2017 and beyond. I would like to thank you for your continued support and confidence in me as Comptroller of the Town. I would also like to thank Adam Chapdelaine for his great leadership style and his ability to always respond quickly and professionally to any questions or issues that I've had over the past two years, no matter how busy he may be. Finally, I would like to send special thank you to the Administrator of the Board, Marie Krepelka, for providing me with knowledge, guidance, and assistance whenever needed.



Town of Arlington, Massachusetts

Arlington Public Art Youth Banners

Summary:

Martina Tanga, Arlington Public Art

ATTACHMENTS:

| Type | File Name | Description |
|----------------------|-------------------------------|---------------------------------|
| ▢ Reference Material | Public_Art_Youth_Banners.docx | Public Art Youth Banners Letter |



Martina Tanga

E: martina.tanga@gmail.com

T: 857-272-5249

Board of Selectmen
730 Mass Ave.
Arlington, MA 02476

October 23, 2017

Subject: Arlington Public Art Youth Banner Initiative

I am writing to request permission to hang Arlington Public Art Art Banners in Arlington Town Center for the months of March, April, and May 2018.

This will be a temporary public art exhibition. Arlington teens, aged between 13-18, will response to the theme of "Water!" and create original artwork that will be then digitized, printed into banners, and hung along Mass Ave.

Art will be juried by a panel consisting of one art professional from Arlington Public Art, one independent art professional, and one Town official. They will select 20 winning entries, and artists will be notified by December 20.

This initiative aims to promote and encourage development in the visual arts and foster a sense of community through public art. Funding for this project is generously provided by the family of Gracie James Foundation.

The 2018 design:



Some photographs from our 2016 exhibition “Resplendent Nature”





Town of Arlington, Massachusetts

Two Sandwich Boards for Sarcoma Foundation of America's 'ACATpella Festival to Belt Out Cancer'

Summary:

Anna M. Colozzo, Representative, ACATpella Festival

ATTACHMENTS:

| | Type | File Name | Description |
|---|--------------------|---------------------|------------------------|
| ▢ | Reference Material | Colozzo_request.pdf | Letter from A. Colozzo |

RECEIVED
SELECTMAN'S OFFICE
ARLINGTON, MA 02476

2017 OCT 19 PM 3:33

Sarcoma Foundation of America
A CATpella Festival to Belt Out Cancer
9899 Main Street, Suite 204
Damascus, MD 20872

October 18, 2017

Board of Selectman
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

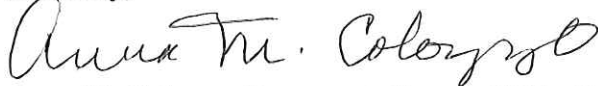
Members of the Board:

This letter is to request permission to display two sandwich boards to help notify our community of the Sarcoma Foundation of America, *A CATpella Festival to Belt Out Cancer*, to be held at the Loew's Auditorium on Friday evening, January 19, 2018. This event will help to raise funds for research and new therapies for sarcomas as well as to honor Catherine (Cat) Malatesta who died of epithelioid sarcoma.

We would like to place these boards in two distinct locations: on the westbound center island at the intersection of Mass. Ave. and Pleasant St. and on the Mystic Street island. These boards will be 25 inches wide and 37 inches in height and will be secured and stabled. We request permission to display the boards from January 5- January 19 and will remove the boards immediately in the event the festival is sold out prior to January 19.

Thank you for your consideration.

Sincerely,



Anna M. Colozzo, Representative, *A CATpella Festival*
Six Lawrence Lane
Arlington, MA 02474
781-799-8695



Town of Arlington, Massachusetts

Minutes of Meetings: October 16, 2017

ATTACHMENTS:

| Type | File Name | Description |
|----------------------|-----------------------------|---------------|
| ▢ Reference Material | 10.16.17_draft_minutes.docx | draft minutes |

TOWN OF ARLINGTON
BOARD OF SELECTMEN
Meeting Minutes
Monday, October 16, 2017
7:15 PM

Present: Mr. Curro, Chair, Mr. Byrne, Vice Chair, Mr. Greeley, Mrs. Mahon, and Mr. Dunn
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Krepelka

Mr. Curro asked for a moment of silence in memory of Phyllis Byrne, Selectman Byrne's grandmother and Inspector of Buildings Director Michael Byrne's mother, who passed away over the weekend.

Mr. Curro also asked for a moment of silence in memory of Deputy Fire Chief Stephen Porciello, Police Inspector Porciello's father, who was buried last Thursday.

CONSENT AGENDA

1. Minutes of Meetings: September 25, 2017
2. Request: Permit for Veterans' Day Parade, Saturday, November 11th
Jeffrey A. Chunglo, Director of Veterans' Services
3. Request: Special (One Day) Beer & Wine License, 10/22/17 @ Robbins Memorial Town Hall for a Private Event
Erica Siegel and Daniel Salomon

Mr. Byrne moved approval.

SO VOTED (5-0)

APPOINTMENTS

4. Zoning Board of Appeals, Associate Member
Kevin M. Mills (term to expire 10/1/2020)
(tabled from 9/25/2017 meeting)

Mr. Greeley moved approval.

SO VOTED (5-0)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

Christopher Loreti, 56 Adams Street, appeared before the Board expressing his opinion about one of Arlington's Selectmen working as a lobbyist while he holds an official title. He requested that the Board submit an Article at the next Town Meeting prohibiting Board members from being lobbyists.

CORRESPONDENCE RECEIVED

Concerns re Abandoned House @ 821 Massachusetts Avenue
Maria Klatchki, Secretary, First Baptist Church of Arlington

Mr. Dunn moved that Ms. Klatchki's letter be referred to the Inspector of Buildings and the Town Manager for review and recommendations. SO VOTED (5-0)

Mrs. Mahon moved receipt of Correspondence Received. SO VOTED (5-0)

NEW BUSINESS

Mr. Heim stated he would be sending correspondence regarding the new Open Meeting Regulations as it pertains to remote participation.

Mr. Chapdelaine stated that during the goal session it was mentioned about remote participation and he is actually working on it with David Good and Norm McLeod.

Mr. Chapdelaine announced that on Tuesday evening, October 17th at 7:30 p.m., Town Hall there will be a 75% design review plan for Lake Street/Bikeway.

Mr. Chapdelaine also stated that on Wednesday evening, October 19th, at 7:00 p.m., Town Hall, there will be a public meeting to review the draft bylaw of the Zoning Recodification Progress.

Mr. Chapdelaine reported on Saturday, October 13th, he attended the Open House for Fire Prevention Week at Central Fire Station. He commented that the Fire Fighters were wonderful and it was a great experience for children.

Mr. Chapdelaine announced they received Energy Battery and Building Grant in the amount of \$12,000.

Mr. Chapdelaine reported that he met recently with the newly expanded Bike Share Group and will be reporting back to the Board with more information about Hubway and a plan for dockless Bikeway Share Programs.

Ms. Mahon stated she would like to meet with the Committee on Early Voting to see what has been done in anticipation of the next election.

Mrs. Mahon also reported that she heard from several residents regarding the conclusion of the Webcowet Road Tree situation and wanted to thank Mr. Feeney and the Town Manager for taking immediate action to correct this serious violation.

Mrs. Mahon asked that she hoped the Town Manager Chapdelaine and Chairman Curro would ask the School Committee to meet when appropriate with the Board to keep the Selectmen informed as to the progress of the rebuild of Arlington High School.

Mrs. Mahon also asked if we could look into the amplifier in the back of the room. She has been told that the people in the back cannot hear what is being said at the microphone.

Mr. Dunn attended the MMA Regional Fall Conference on Saturday and discussed Arlington's Goal Setting Process. He said it was very well received. Mr. Greeley stated that the standard was raised since Adam took over.

Mr. Byrne thanked everyone for their kind thoughts, words and support since his grandmother's death.

Mr. Curro stated he attended the Oktoberfest on Saturday at the Old Schwamb Mill and it was a wonderful event. He estimated that there were over 500 people in attendance. It was a great family-friendly event.

Mr. Curro mentioned that the Plastic Bag Ban, approved by 2017 Town Meeting, would be implemented on March 1, 2018 for large retailers and on July 1, 2018 for small retailers. Enforcement of said Bylaw will be the Board of Health.

EXECUTIVE SESSION

A motion was made by Mr. Greeley to convene in Executive Session to conduct a strategy session in preparation for contract negotiations with non-union personnel, the Town Comptroller, and/or contract negotiations with same.

Mrs. Krepelka took the roll call on the motion:

Mr. Dunn: yes
Mr. Byrne: yes
Mr. Curro: yes
Mrs. Mahon: yes
Mr. Greeley: yes

Mr. Greeley moved to adjourn into Executive Session at 7:55 p.m. SO VOTED (5-0)

The Board returned to open session at 8:35 p.m.

Mr. Greeley moved to adjourn at 8:35 p.m. SO VOTED (5-0)

Next Scheduled Meeting of BoS October 30, 2017

A true record attest:

Marie A. Krepelka
Board Administrator

10-16-17

| Agenda Item | Documents Used |
|----------------|--|
| 1 | Minutes of meeting 9-25-2017 |
| 2 | Request: Permit for Veterans' Day Parade, Saturday, November 11th Jeffrey A. Chunglo, Director of Veterans' Services |
| 3 | Request: Special (One Day) Beer and Wine Application for a Private Event at Robbins Memorial Town Hall 10/22/17 |
| 4 | Appointment to Zoning Board of Appeals as Associate Member - Kevin Mills-term to expire 10/01/2020 |
| Corr Rec'vd | Concerns regarding Abandoned House @821 Massachusetts Avenue Maria Klatecki, Secretary, First Baptist Church of Arlington |



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 11/3/17 @ Robbins Memorial Town Hall for 7th Annual 'Out on the Town Gala' to support the Arlington Youth Counseling Center

Summary:

Colleen Leger, Executive Director AYCC

ATTACHMENTS:

| Type | File Name | Description |
|----------------------|--------------------------------|-----------------------------------|
| ▢ Reference Material | AHHSCC_special_application.pdf | Special Beer and Wine Application |

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Arlington Health and Human Services Charitable Corp.

Address, phone & e-mail contact information: 670R MASS AVE. ARLINGTON, MA
781-316-3259; CLEGER@TOWN.ARLINGTON.MA.US

Name & address of Organization for which license is sought: AIHSCC (Arlington Youth Counseling Center) 670R MASSACHUSETTS AVENUE, ARLINGTON, MA 02476

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

COLLEEN LEGER

Address, phone & e-mail contact information: _____

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? No If so, please give date(s) of Special Licenses and/or applications and title of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

Yes, the Gala was held at Arlington Town Hall last year on November 17th

24-Hour contact number for Responsible Manager of Alcohol Event date: 617-851-8068

Title of Event: 7th ANNUAL OUT ON THE TOWN GALA to Support the Arlington Youth Counseling Center

Date/time of Event: FRIDAY, November 3, 2017; 7:00 - 11:00 p.m.

Location of Event: Arlington Town Hall

Location/Event Coordinator: PATSY KRAEMER, EVENT SITE COORDINATOR

Method(s) of invitation/publicity for Event: INVITATIONS, TRADITIONAL AND SOCIAL MEDIA, POSTERS/FLYERS

Number of people expected to attend: 350

Expected admission/ticket prices: \$ 75 PER PERSON

Expected prices for food and beverages (alcoholic and non-alcoholic): FOOD INCLUDED IN TICKET PRICES;
\$5 for BEER + WINE; \$2 for SODA/WATER

Will persons under age 21 be on premises? No

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

Have you consulted with the Department of Police Services about your security plan for the Event?

Yes, HAVE SPOKE TO OFFICER RATEAU

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey J. Rateau Date 10/26/17
OFC. Corey J. Rateau
Printed name/title

POLICE COMMENTS:

Request at least two police safety
details.

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

BEER AND WINE ONLY

What types of food and non-alcoholic beverages do you plan to serve at the Event? STATIONARY AND
PASSED hors d'oeuvres, DESSERTS, SODAS, WATER, COFFEE, TEA

Who will be responsible for serving alcoholic beverages at the Event? _____

PREMIER BARTENDING AND BEVERAGE SERVICE

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

THERE WILL BE THREE SERVERS, ALL OF WHOM ARE OVER 21 AND TIPS
TRAINED.

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

JENNIFER PIZARRO
ALLAN GRAY
DIANE MAINI

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) ATLAS LIQUORS

Date of Delivery: November 3, 2017
Alcohol Serving Time (s): 7:00 p.m. - 10:45 p.m.

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
EXCESS WILL BE PICKED UP BY THE WHOLESALER AND CREDITED TO THE ACCOUNT.

Date of Pick-Up: NOVEMBER 4, 2017

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) CERTIFICATE OF LIQUOR LIABILITY INSURANCE ATTACHED FOR PREMIER CATERING AND BAR SERVICE

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: Colleen B. Leger

Printed name: COLLEEN LEGER

Printed title & Organization name: EXECUTIVE DIRECTOR, FYC.R.

Email: CLEGER@TOWN.ARLINGTON.MA.US



GORDWAL-02

JHOGAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/10/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|--|--|
| PRODUCER Roblin Insurance Agency 144 Gould Street Suite 100 Needham, MA 02494 | | CONTACT NAME: PHONE (A/C, No, Ext): (781) 455-0700 FAX (A/C, No): (781) 449-8976 E-MAIL ADDRESS: certificates@roblininsurance.com | |
| | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A: Mount Vernon Fire Co | |
| | | INSURER B: StarStone National Insurance Company | |
| | | INSURER C: U.S. Liability Ins. Co. | |
| | | INSURER D: | |
| | | INSURER E: | |
| | | INSURER F: | |

INSURED

Premier Catering & Bar Service LLC
PO Box 540310
Waltham, MA 02454

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|-----------------------------------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | BINDER | 03/11/2017 | 03/11/2018 | EACH OCCURRENCE \$ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |
| | | | | | | | MED EXP (Any one person) \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | | | | | | | HIRED NONOWNED \$ 1,000,000 |
| | | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | | | | | | | BODILY INJURY (Per person) \$ |
| | | | | | | | BODILY INJURY (Per accident) \$ |
| PROPERTY DAMAGE (Per accident) \$ | | | | | | | |
| | | | | | | | \$ |
| B | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | 88915C175ALI | 03/11/2017 | 03/11/2018 | EACH OCCURRENCE \$ 5,000,000 |
| | | | | | | | AGGREGATE \$ 5,000,000 |
| | | | | | | | |
| | | | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
| | | | | | | | E.L. EACH ACCIDENT \$ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ |
| C | Liquor Liability | | | CL1569703C | 03/11/2017 | 03/11/2018 | per Occurrence \$ 1,000,000 |
| C | Liquor Liability | | | CL1569703C | 03/11/2017 | 03/11/2018 | Aggregate \$ 2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Arlington is additional insured with regard to liability of the named insured.

CERTIFICATE HOLDER

CANCELLATION

Town of Arlington
Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 11/18/2015 Expires: 11/18/2018
ID#: 4129771 D.O.B.: XX/XX/XXXX

Allan J Gray
Capers Catering
21 Emerson St
Stoneham, MA 02180-2053

For service visit us online at www.gettips.com



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 11/18/2015 Expires: 11/18/2018
ID#: 4129671 D.O.B.: XX/XX/XXXX

Diane Maini
Capers Catering
21 Emerson St
Stoneham, MA 02180-2053

For service visit us online at www.gettips.com



eTIPS On Premise 3.0

CERTIFIED

Issued: 8/31/2016

Expires: 8/31/2019

ID#: 4344182

**Jennifer Pizarro
Premier Bartending
195 Palmer St
Quincy, MA 02169-3931**

For service visit us online at www.gettips.com

AYCC Out on the Town Gala 2017

Thursday, November 3, 2017

7-11pm

Arlington Town Hall

Security Plan

The seventh annual *Out on the Town Gala* to support the Arlington Youth Counseling Center will be held on Friday, November 3, 2017 from 7-11pm at the Arlington Town Hall. The event will be catered by Whole Foods Arlington and Beaujolais Catering, and between 300-350 people are expected to attend. As in the past six years, two police officers will be hired to assist with event security. All attendees will be over the age of 21 and all attendees will be screened at the door. All event participants will have a name badge as a way to identify anyone that may have entered without being screened.

Each officer will be available to assist with any issues that may arise onsite at the event. At the beginning and end of the evening, one officer will be available to assist residents with crossing Mass Ave. The other officer will be in the Town Hall floating to prevent any issues. Each bartender is over the age of 21, and is TIPS certified. No person will be over served.

This is the seventh year hosting this event. As in past years, there will be a clear organizational structure in place to run the event. There will be one designated person solely responsible for the bar and monitoring the crowd for any issues. Any issues identified will be brought to a previously designated staff person from the Arlington Youth Counseling Center and the Police Officer in charge. There will also be 2 Fire Fighters hired for site safety as crowd monitors. All exits will be clearly lit and will be entirely accessible in the event of a necessary evacuation.



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 11/4/17 @ Robbins Memorial Town Hall for a Private Event

Summary:

Elizabeth McGrath

ATTACHMENTS:

| Type | File Name | Description |
|----------------------|---------------------------------|-----------------------------------|
| ▢ Reference Material | McGrath_Special_Application.pdf | Special Beer and Wine Application |

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant:

Elizabeth McGrath

Address, phone & e-mail contact information:

17 Blossom
Drive, Billerica, Ma. 01821 978-407-6177 lizmcgrath@comcast.net

Name & address of Organization for which license is sought:

NA

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Michelle Noska

Address, phone & e-mail contact information:

207 Broadway, Arlington, Ma. 617-519 6081 Michelle@beaujolaiscatering.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NA If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

one-time event

24-Hour contact number for Responsible Manager of Alcohol Event date:

617-519-6081

Title of Event:

wedding

Date/time of Event:

Saturday, November 4, 2017

Location of Event:

Arlington Town hall

Location/Event Coordinator:

Patsy Kraemer

Method(s) of invitation/publicity for Event:

wedding invitation

Number of people expected to attend:

140

Expected admission/ticket prices:

N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):

N/A

Will persons under age 21 be on premises?

Yes

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Officer Corey P. Rataan Date 10/18/17
Officer Corey P. Rataan
Printed name/title

_____ date _____

Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

appetizers, full dinner, seltzers, waters

Who will be responsible for serving alcoholic beverages at the Event?

Beaujolais Catering

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS Certification

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc)

Atlas Liquors, Medford, Ma.

Date of Delivery:

Sat. 11/4/2017

Alcohol Serving Time (s): 4:00 pm - 8:30 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of? _

Atlas Liquors will pick up excess _____

Date of Pick-Up:

Mon. 11/6/2017 _____

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

attached _____

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Elizabeth McGrath _____

Printed title & Organization name: _____

Email: lizmcgrath@comcast.net _____



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

13 October 2017

SECURITY PLAN FOR MCGRATH/LOMASNEY WEDDING

A wedding for Elizabeth McGrath and Chris Lomansney will be held on Saturday, November 4, 2017, at Arlington Town Hall. The event is scheduled for 3:30 pm to 8:30 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 140 guests to attend. We anticipate some attendees will be under age.

Patsy Kraemer will be the event coordinator for the event. Greg Stathopoulos will be the custodian for the event. Beaujolais Catering will be catering the event and will provide the bartending service and the TIPS certified bartending staff. The McGrath family and the Lomasney family are all responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



GORDWAL-02

JHOGAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/10/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|--|--|---|---------------|
| PRODUCER Roblin Insurance Agency 144 Gould Street Suite 100 Needham, MA 02494 | CONTACT NAME: | FAX (A/C, No): (781) 449-8976 | |
| | PHONE (A/C, No, Ext): (781) 455-0700 | E-MAIL ADDRESS: certificates@roblininsurance.com | |
| INSURED Premier Catering & Bar Service LLC PO Box 540310 Waltham, MA 02454 | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| | INSURER A: Mount Vernon Fire Co | | |
| | INSURER B: StarStone National Insurance Company | | 25496 |
| | INSURER C: U.S. Liability Ins. Co. | | |
| | INSURER D: | | |
| | INSURER E: | | |
| INSURER F: | | | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | BINDER | 03/11/2017 | 03/11/2018 | EACH OCCURRENCE \$ 1,000,000 | |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 | |
| | | | | | | | MED EXP (Any one person) \$ 5,000 | |
| | | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 | |
| | | | | | | | GENERAL AGGREGATE \$ 2,000,000 | |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 | |
| | | | | | | | HIRED NONOWNED \$ 1,000,000 | |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ | |
| | | | | | | | BODILY INJURY (Per person) \$ | |
| | | | | | | | BODILY INJURY (Per accident) \$ | |
| | | | | | | | PROPERTY DAMAGE (Per accident) \$ | |
| B | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | 88915C175ALI | 03/11/2017 | 03/11/2018 | EACH OCCURRENCE \$ 5,000,000 | |
| | | | | | | | AGGREGATE \$ 5,000,000 | |
| | | | | | | | | |
| | | | | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> | |
| | | | | | | | E.L. EACH ACCIDENT \$ | |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE \$ | |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ | |
| C | Liquor Liability | | | CL1569703C | 03/11/2017 | 03/11/2018 | per Occurrence 1,000,000 | |
| C | Liquor Liability | | | CL1569703C | 03/11/2017 | 03/11/2018 | Aggregate 2,000,000 | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Arlington is additional insured with regard to liability of the named insured.

CERTIFICATE HOLDER

CANCELLATION

Town of Arlington
Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

This is your Official TIPS® Certification Card.

Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

Congratulations!

By successfully completing the TIPS (Training for Intervention Procedures) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or colleagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or can assist you in any way, please contact us at 703-524-1200. Thank you for dedication to the responsible sale and consumption of alcohol.

Sincerely,



William Chafetz
President, HCI

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

TIPS® eTIPS On Premise 2.0 XXX-XX-XXXX

Issued: 6/6/2015

SSN:

6/6/2018

ID#: 4003613

Expires:

XX/XX/XXXX

D.O.B.:

Aldarico G de Oliveira
364 Reservoir ave
Revere, MA 02151

For service visit us online at www.gettips.com

Signature: _____



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Ferrante Construction LLC, Bedford, MA

ATTACHMENTS:

| Type | File Name | Description |
|----------------------|---------------------------|---|
| ▣ Reference Material | Ferrante_Construction.pdf | Engineering recommendation, Town Application and References, Meeting notice |



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: October 25, 2017

Dear Honorable Board Members,

Reference is hereby made to an application by Bill Mead of Ferrante Construction LLC to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Ferrante Construction LLC
247 North Road
Bedford, MA 01730
Sonny Ferrante
Phone: 781-760-0231
Email: sonnyferrante20@yahoo.com

Upon review of the provided references supplied by the contractor, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Regards,

Joseph Szafarowicz
Civil Engineer, Arlington Engineering Division

cc: Wayne Chouinard, Town Engineer



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Ferrante Const. LLC

Select One: ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____

Street Address: 274 North rd City/Town: Bedford State: MA

Primary Phone: 781 760 0231 E-mail: Sonny.ferrante.20@yahoo.com

Length of Time in Business under the same Firm Name: 30 years

Full Name(s) of Principal(s): Sonny Ferrante

Primary Contact Person: Sonny Ferrante

Experience/Previous Work

Nature of Typical/Standard Work: All Excavation water / sewer / man.

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: _____ Approximate Date: _____

Total Amount of such construction this year: _____

Total Amount of such construction last year: _____

Total Amount of such construction next previous year: _____

Municipal References - Please Attach Written Reference Letters

Municipality: Bedford MA

Primary Contact Name: Adrienne St. John Email: AStJohn@BedfordMA.gov

Municipality: Concord

Primary Contact Name: Todd Manchus Email: manchus@concordma.gov

Municipality: Billerica

Primary Contact Name: Steve Robertson Email: srobertson@town.billerica.ma.us

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Cambridge Savings Bank Phone: 617 441 4206

Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document.

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: [Signature] Date: 5/28/17

Reset Form

Print Form



Wastewater Treatment Plant
70 Letchworth Ave.
North Billerica, MA 01862
(978) 671-0956

Jeff, Kalmes, Superintendent

October 16, 2017

To Whom It May Concern:

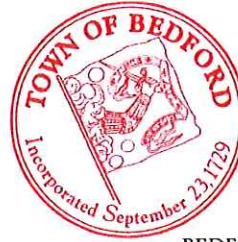
Ferrante Construction is a licensed drain layer in the Town of Billerica, Massachusetts and has performed sanitary sewer installations according to the Town of Billerica rules and regulations. All work has been done in a timely and professional manner.

Sincerely,

A handwritten signature in black ink, appearing to be "JK", with a long horizontal stroke extending to the right.

Jeff Kalmes
Town of Billerica
WWTP Superintendent

TOWN OF BEDFORD
DEPARTMENT OF PUBLIC WORKS



314 THE GREAT ROAD
BEDFORD, MASSACHUSETTS 01730

TEL: 781-275-7605
FAX: 781-275-9010

October 25, 2017

Joseph Szafarowicz
Town of Arlington
51 Grove Street
Arlington, MA 02476

RE: Drain Layer's License - Ferrante Construction

Dear Mr. Szafarowicz,

Ferrante Construction has performed site work in Bedford for several years. The company is bonded and insured as required by the Town and as such can perform water, sewer and drainage installations. I have personally inspected their work and any changes or corrections are promptly addressed. I recommend that they be approved to work in other communities.

Please contact me if you have any questions or need additional information.

Very truly yours,

Adrienne St. John
Public Works Engineer

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
STEVEN M. BYRNE, VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 26, 2017

Sonny Ferrante
Ferrante Construction LLC
274 North Road
Bedford, MA 01730

Dear Mr. Ferrante:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, October 30th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. It is not a requirement that you attend the meeting.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Park & Recreation Commission, Associate Member

Summary:

John Donato

ATTACHMENTS:

| | Type | File Name | Description |
|---|--------------------|-----------------|-------------|
| 📎 | Reference Material | Donato_appt.pdf | Reference |



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: October 24, 2017
TO: Board Members
SUBJECT: Appointment to the Park and Recreation Commission
as an Associate Member

This memo is to request the Board's approval of my appointment of John Donato, 16 Homer Road, Arlington, MA 02476, as an Associate Member to the Park and Recreation Commission.

A handwritten signature in cursive script, reading "Adam W. Chapdelaine".

Town Manager

Original Message-----

From: "Jon Marshall" <JRMarshall@town.arlington.ma.us>

To: "Kristen DeFrancisco" <KDeFrancisco@town.arlington.ma.us>

Date: Tue, 10 Oct 2017 17:54:50 -0400

Subject: Fwd: Associate Member open position

Kristen-

This is the one application we received to be on the commission. I feel the skills this individual would bring would be an asset to the commission. Let's connect so I can follow up with him on the next steps.

Thank you,

Jon Marshall

Director of Recreation

Town of Arlington

781 316-3880

arlingtonma.gov/recreation

-----Original Message-----

From: "Donato, John" <jdonato@minuteman.org>

To: Jon Marshall <JRMarshall@town.arlington.ma.us>

Cc: "Donato, John" <jdonato@minuteman.org>

Date: Fri, 15 Sep 2017 12:14:50 +0000

Subject: Associate Member open position

Good morning Mr. Jon Marshall,

My name is John Donato and I am writing to you with great interest and enthusiasm for the position of Associate Member for the Park and Recreation Commission for the Town of Arlington. I am a life long resident of Arlington. I attended Public school in Arlington K-8 then went to Arlington Catholic for my high school education. My wife Karen is the current Principal at Thompson School and we have 2 sons, JohnPaul and Griffin, that attend school in Arlington. I have been an educator for most of my life and am currently at Minuteman High School in Lexington for my 17th year. 15 of those years I held the position of Athletic Director! I am a Arlington Town Meeting member and have great pride in my position in town. I am a member of AYBSA in Arlington as a baseball coach and was just appointed as a member of the AYBSA board. I was also a hockey coach for many years for the Arlington Hockey Club.

As you can see my interest for our town runs deep. I am very involved and am not afraid to go above and beyond for everyone in Arlington to make this a better place for us all to live. I look forward to the possibility in holding this position to learn more about how Arlington Park and Recreation works for Arlington residents and to get things done for the people of Arlington. Thank you for your time and I look forward to hearing from you in regards to this position and beyond,

Enjoy your day,

Mr. John Donato

John Donato M.Ed

Physical Education Teacher

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
STEVEN M. BYRNE, VICE CHAIR
KEVIN F. GREELEY
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730 MASSACHUSETTS AVENUE
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781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 18, 2017

John Donato
16 Homer Road
Arlington, MA 02476

Re: Appointment: Park and Recreation Commission, Associate Member

Dear Mr. Donato:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, October 30th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN


Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

CITIZENS OPEN FORUM



Town of Arlington, Massachusetts

Discussion and Vote: Designation of Loading Zone on Alton Street

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

| Type | File Name | Description |
|----------------------|---|-------------------|
| ▢ Reference Material | Ref_Mat_10.30.17_Loading_Zone_Alton_St..pdf | Loading Zone Memo |



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT

MEMORANDUM

To: Adam Chapdelaine, Town Manager
Cc: Jennifer Raitt, Director of Planning & Community Development
From: Ali Carter, Economic Development Coordinator
Date: October 27, 2017
Re: Loading Zone at Alton Street and Broadway Plaza

Proposal: To create a loading zone on Alton Street for trucks delivering to Broadway Plaza businesses.

This proposal is a response to numerous complaints from residents of Alton Street about large delivery trucks parking in an area designated "no parking." Specifically, we received 28 complaints about delivery trucks parked illegally on Alton Street between August 10–September 11, 2017.

After meeting with business and commercial property owners on Broadway Plaza as well as residents of Alton Street, I recommend designating the area depicted below (west side of Alton Street) as a loading zone, restricted to delivery trucks only, from 8 am to 5 pm Monday through Saturday. This allows plenty of time for deliveries to occur within the restricted loading zone timeframe, but frees up the spots for afternoon use for drop-offs and pick-ups for classes at abutting businesses.



According to data retrieved from parking meter usage and a recent monitoring study, parking usage in the spaces that are proposed for the loading zone is extremely low. The Disability Commission has voted in favor of creating the loading zone, including the relocation of the accessible parking space currently located at the corner of Alton and Broadway to Broadway east of Alton Street, in front of American Alarm. The Parking Implementation and Governance Committee has also voted in support of creating this loading zone.

Currently, trucks have no designated place to park for deliveries on a public way in Arlington Center. While trucks in this area are supposed to make deliveries on private property behind the Broadway Plaza businesses, the alleyway to access the loading area is too small for many trucks to use. Thus far, parking enforcement policy in town has been to allow trucks to make deliveries so commerce can be conducted. However, given the disruption this has caused to residents abutting this business district, it is necessary to accommodate delivery trucks for businesses at Broadway Plaza.

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
STEVEN M. BYRNE, VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
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730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

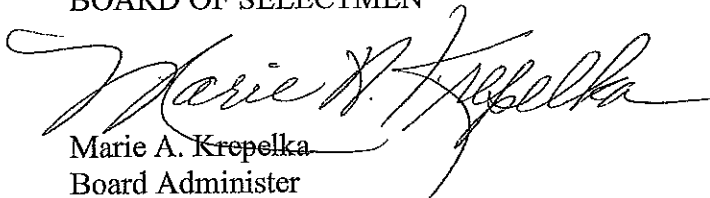
BOARD OF SELECTMEN ALTON STREET LOADING ZONE

October 27, 2017

At 7:15 p.m. Monday, October 30, 2017, there will be an agenda item to discuss the establishment of a loading zone on Alton Street for trucks delivering to Broadway Plaza businesses. Meeting is located in the Selectmen's Chambers, Town Hall, 730 Massachusetts Avenue, Arlington, MA.

If you have any questions regarding this, please don't hesitate to contact me.

Very truly yours,
BOARD OF SELECTMEN


Marie A. Krepelka
Board Administer



Town of Arlington, Massachusetts

Discussion and Approval: Regional Bikeshare Program Memorandum of Agreement and RFP from the Metropolitan Area Planning Council

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

| Type | File Name | Description |
|----------------------|---|-------------------------|
| ▢ Reference Material | Ref_Mat_10.30.17_Regional_Bikeshare.pdf | Regional Bikeshare Memo |



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

Memorandum

To: Arlington Board of Selectmen
From: Nat Strosberg, Senior Planner
Date: October 26, 2017
Re: MAPC's RFP for Regional Bikeshare

Dear Members of the Arlington Board of Selectmen:

Request

I am respectfully requesting the Board of Selectmen's support for Arlington's Bikeshare Working Group so the group can determine whether Arlington should commit to joining MAPC's regional RFP process for dockless bikeshare.

Background

As you know, Arlington's Bikeshare Working Group has spent the past year examining options for bringing bikeshare to Arlington. The primary focus of this examination has been investigating opportunities for expanding Hubway into the community. However, the bikeshare landscape has recently and rapidly changed. Since the late summer, Arlington has been approached by several dockless bikeshare vendors looking to begin operating here. Unlike Hubway bikes, dockless bikes do not require a separate fixed apparatus on which to lock, and instead use an embedded self-locking mechanism; established locking/docking locations are therefore not required.

Per the Board of Selectmen's recent directive, the Bikeshare Working Group and Town staff have been studying local regulatory frameworks and other critical matters pertaining to dockless bikeshare. Simultaneously, over the past month, a new promising regional initiative has emerged: MAPC has been working to issue an RFP for dockless bikeshare on behalf of several neighboring communities outside of the Hubway system. At MAPC's kickoff meeting for this process in late September, which was attended by representatives from Arlington, Malden, Medford, Newton, Watertown, and several other communities, it was agreed that an alternative to Hubway may be needed and an investigation into a potential regional RFP process was warranted. Indeed, those present voiced concerns about the cost of joining Hubway, the

continued lack of critical information for joining (e.g., intermunicipal revenue sharing details), and how the current, fixed-station Hubway model may soon become outdated.

At a follow-up meeting at MAPC on October 24th, several key advantages of a regional RFP process were noted: a seamless user experience among communities; increased system efficacy; significant flexibility in choosing the optimal vendor or combination of vendors; a more thorough vendor vetting process; and a greater chance that the chosen vendor(s) will ultimately succeed in this new tumultuous market. A draft RFP was also reviewed at the meeting; the following are important examples of potential priorities that could be emphasized by the RFP:

- A shared opportunity to set minimum quality requirements
- A commitment to only use the vendors chosen through the RFP process for the duration of the contract
- The freedom for a municipality to add additional local regulations
- The freedom for a municipality to pull out of the contract and entire process at any time

MAPC's timeline for this process is ambitious. The following are major timeline points:

- 11.3.17 – Deadline for a municipality to commit to participating in the RFP process
- Mid-November – RFP is formally released
- Mid-December – RFP responses are due and interviews are conducted
- Early January – Contract is awarded

Of course, there are vital issues that still need to be resolved, such as where dockless bikes would be parked and interoperability with Hubway. To that end, MAPC has been working closely with Arlington and other interested communities to revise the RFP accordingly.

The Bikeshare Working Group will be meeting prior to November 3rd to determine how to proceed. The Board of Selectmen's support, however, is first required before the Bikeshare Working Group can deliberate.

Please let me know if I can provide further information.

Thanks,

Nat Strosberg
Senior Planner
Department of Planning and Community Development
730 Massachusetts Avenue, Town Hall Annex
Arlington, MA 02476



Town of Arlington, Massachusetts

Discussion: Town Night 2017

Summary:

Kevin F. Greeley, Selectmen



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Scheduled Meeting of BoS November 6, 2017